

Reference: PTR 13/5/1 (2016/17)

The Municipal Manager  
Saldanha Bay Municipality  
Private Bag X12  
VREDENBURG  
7380

Dear Mr Scheepers

**COMPLIANCE WITH THE MUNICIPAL FINANCE MANAGEMENT ACT, MUNICIPAL BUDGETING AND REPORTING REGULATIONS, MUNICIPAL SYSTEMS ACT AND ENVIRONMENTAL AND DEVELOPMENT PLANNING LEGISLATION & GUIDELINES**

Thank you for submitting the 2016/17 tabled Budget, IDP Review 2016/17, draft 2016/17 SDBIP and supporting budget documents to Provincial Treasury subsequent to the tabling thereof in council by the Mayor in terms of section 16(2) of the MFMA.

As you are aware sections 17 and 20 of the MFMA stipulates that the annual budget and supporting documents must be in the prescribed format. Furthermore, the Municipal Budget Reporting Regulations (MBRR) 9 and 77, read together with the applicable MFMA Circulars prescribe that all municipalities and municipal entities must prepare their annual budgets, adjustments budgets and in-year reports for the 2016/17 financial year in accordance with the Municipal Budget and Reporting Regulations. In this regard, municipalities must comply with both:

- The formats set out in Schedules A, B and C; and
- The relevant attachments to each of the Schedules (the Excel formats).

Provincial Treasury together with the Departments of Local Government and Environmental Affairs and Development Planning have therefore reviewed the tabled Budget and IDP Review documents to assess if the tabled documents conform to the requirements of the MFMA, MBRR, MFMA Circulars, MSA and Environmental and Development Planning Legislation and Guidelines.

The findings and recommendations flowing from the review of the submitted documents (see Appendix B2) are outlined below:

<b>Budget Documentation</b>	<b>Submitted</b>	<b>Finding</b>	<b>Comment</b>
1. Grants being aligned to DoRA (SA 18)	Submitted	Non compliant.	SA18 must be aligned with the DoRB.
2. SA7: Measurable Performance Objectives	Submitted	Partially compliant.	Substantially completed with missing information.

As Accounting Officer please ensure that the municipality takes action on the recommendations made above and re-submit the required documents (1 and 2 above) on or before 11 April 2016 or before you present your budget for final approval. Kindly refer to paragraph 7 of MFMA Circular 79, which outlines the action required where the tabled budget documents are not aligned to the Municipal and Budget Reporting Regulations.

Furthermore, the municipality's attention is drawn to Appendix B1 highlighting compliance or best practice in terms of the applicable legislation, regulations or guidelines. The municipality is therefore requested to consider the issues highlighted and ensure that it is granted the necessary attention as the final MTREF budget for 2016/17 is prepared.

Please do not hesitate to contact our offices should you require any assistance.

Yours faithfully



**MR HC MALILA**

**pp HEAD OFFICIAL: PROVINCIAL TREASURY**

**DATE:** 4 April 2016

**LG MTEC 3: 2016/17 CHECKLIST**  
**SUBMISSION OF TABLED BUDGET DOCUMENTATION**

**MUNICIPALITY:** SALDANHA BAY MUNICIPALITY

The Budget Document as set out in Schedule A1 of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10), version 2.8 of Schedule A1 (the Excel Formats) and the supporting Tables (SA1 - SA37).

- **Please ensure that** (as per MFMA Circular 72) **each page of the hard copy of the budget documentation** as set out in Schedule A of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10) and all the supporting Tables (SA1 – SA37) and prescribed minimum narrative information that is submitted to Provincial Treasury (and National Treasury) **has been stamped and signed** by the secretariat responsible for ensuring accurate records of council decisions.

The IDP Document as set out in section 26, 32 and 34 of the Local Government: Municipal Systems Act, No 32 of 2000 and Regulations (MSA) and section 21 of the Local Government Municipal Finance Management Act 56 of 2003 (MFMA).

The Spatial Development Framework, Disaster Management Framework and additional documents that must be submitted as required in terms of budget circulars.

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Council Resolution in terms of the Budget		X				
Draft Service Delivery and Budget Implementation Plan		X				
Draft Service Level Standards	X			X		
Signed Quality Certificate as prescribed in the MBRR	X			X		
<b>Prescribed Minimum Budget Narrative Information</b>	<b>Stamped and Signed Hard Copy Budget Narrative</b>					
Budget Narrative	X			X		
<b>Municipal Budget Tables: Tables A1 to A10</b>	<b>Stamped and Signed Hard Copy A1 – A10</b>					
Table A1: Budget Summary	X			X		
Table A2: Budgeted Financial Performance (revenue and expenditure by standard classification)	X			X		
Table A2A: Budgeted Financial Performance (revenue and expenditure by standard classification)	X			X		
Table A3: Budgeted Financial Performance (revenue and expenditure by municipal vote)	X			X		
Table A3A: Budgeted Financial Performance (revenue and expenditure by municipal vote)	X			X		
Table A4: Budgeted Financial Performance (revenue and expenditure)	X			X		
Table A5: Budgeted Capital Expenditure by vote, standard classification & funding source)	X			X		
Table A5A: Budgeted Capital Expenditure by vote, standard classification & funding source)	X			X		
Table A6: Budgeted Financial Position	X			X		
Table A7: Budgeted Cash Flow	X			X		
Table A8: Cask backed reserves/accumulated surplus reconciliation	X			X		
Table A9: Asset Management	X			X		
Table A10: Basic service delivery measurement	X			X		

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
<b>Municipal Budget Supporting Tables: Supporting Tables SA1 to SA37</b>	<b>Stamped and Signed Hard Copy SA1 – SA37</b>					
SA1: Supporting Detail to Budgeted Financial Performance	X			X		
SA2: Matrix Financial Performance Budget (revenue source/expenditure type and dept.)	X			X		
SA3: Supporting detail to Budgeted Financial Position	X			X		
SA4: Reconciliation of IDP strategic objectives and budget (revenue)	X			X		
SA5: Reconciliation of IDP strategic objectives and budget (operating expenditure)	X			X		
SA6: Reconciliation of IDP strategic objectives and budget (capital expenditure)	X			X		
SA7: Measurable performance objectives	X			X		
SA8: Performance Indicators and benchmarks	X			X		
SA9: Social, economic and demographic statistics and assumptions	X			X		
SA10: Funding measurement	X			X		
SA11: Property rates summary	X			X		
SA12a: Property rates by category (current year)	X			X		
SA12b: Property rates by category (budget year)	X			X		
SA13a: Service Tariffs by category	X			X		
SA13b: Service Tariffs by category (explanatory)	X			X		
SA 14: Household bills	X			X		
SA15: Investment particulars by type	X			X		
SA16: Investment particulars by type	X			X		
SA17: Borrowing	X			X		
SA18: Transfers and grant receipts	X			X		
SA19: Expenditure on transfers and grant programme	X			X		
SA20: Reconciliation of transfers, grant receipts and Unspent funds	X			X		
SA21: Transfers and grants made by the municipality	X			X		

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
SA22: Summary councillor and staff benefits	X			X		
SA23: Salaries, allowances and benefits (political office bearers/councillors/senior managers)	X			X		
SA24: Summary of personnel numbers	X			X		
SA25: Budgeted monthly revenue and expenditure	X			X		
SA26: Budgeted monthly revenue and expenditure (municipal vote)	X			X		
SA27: Budgeted monthly revenue and expenditure (standard classification)	X			X		
SA28: Budgeted monthly capital expenditure (municipal vote)	X			X		
SA29: Budgeted monthly capital expenditure (standard classification)	X			X		
SA30: Budgeted monthly cash flow	X			X		
SA31: Aggregated entity budget (where applicable)	X			X		
SA32: List of external mechanisms	X			X		
SA33: Contracts having future budgetary Implications	X			X		
SA34a: Capital expenditure on new assets by asset class	X			X		
SA34b: Capital expenditure on the renewal of existing assets by asset class	X			X		
SA34c: Repairs and maintenance expenditure by asset class	X			X		
SA34d: Depreciation by assets class	X			X		
SA35: Future Financial implications of the capital budget	X			X		
SA36: Detail capital budget	X			X		
SA37: Projects delayed from previous financial years	X			X		
<b>Budget Related Policies</b>						
Information on any amendments to budget related policies	X			X		
Suite of budget related policies	(Only soft copies)			X		



Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
<b>IDP Documentation</b>						
Council Resolution in terms of the IDP (optional for tabling of IDP but compulsory for approval of IDP)		x			x	
Draft Integrated Development Plan				x		
Document outlining amendments to the Integrated Development Plan				x		
Process Plan according to section 32(1)(b) of the MSA read in conjunction with section 21(b) of the MFMA				x		
<b>Spatial Development Framework</b>						
Status of the SDF and the applicable council resolution number		x		x		
Draft or adopted Spatial Development Framework (where applicable)		x		x		
<b>Applicable Disaster Management Framework</b>						
Council Resolution in terms of the adoption of the Disaster Management Framework		x			x	
<b>Financial Plan</b>						
A financial Plan – including a budget projection of at least the next three years as a core component of the IDP as per section 26 of the MSA	x			x		
A statement clarifying compliance with section 34 of the MSA	x		x			x
Key performance indicators and performance targets determined in terms of section 41 of the MSA	x		x			x
<b>mSCOA</b>						
mSCOA project plan and progress to date	x			x		

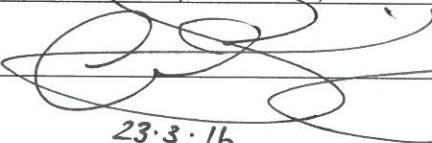
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#### MUNICIPAL REPRESENTATIVE

Name:

C. GREGORY SMIT

Signature:



Date:

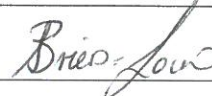
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#### PROVINCIAL REPRESENTATIVE

Name:

SHANNON BRIERS-LOUW

Signature:



Date:

23/03/2016



## COMPLIANCE CHECKLIST

The table below outlines the conformance assessment of the Municipality's 2016/17 MTREF Budget, IDP & SDF.

WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
Spatial Development - Implementation of SDF (DEADP)				
1	Has the municipality, by notice in the Provincial Gazette, prepared and adopted a Spatial Development Framework (SDF)?	Partly compliant	The current SDF was approved into the MSA by Council in February 2011. The publishing of a notice in the gazette is a SPLUMA and LUPA requirement. Although SPLUMA and LUPA have recently been implemented, this municipal SDF predates the implementation of this legislation. <b>Spatial Planning and Land Use Management Act (Act 16 of 2013), section 20 and Land Use Planning Act (section 18(1))</b>	The Municipality is in the process of procuring the services of a service provider to develop a new SDF. The project process plan should be aligned to the requirements of SPLUMA, LUPA and MSA and once the Municipality adopts the SDF, a notice must be placed in the Provincial Gazette as required.
2	Is the SDF reflected in the IDP?	Fully compliant	The Original 5 year IDP (2012 - 2017) provides a brief overview of the SDF and provides the spatial proposal map for each town. The draft 2016/17 IDP Revision 4 provides an overview of the SDF. It speaks to the spatial management concept for the municipal area, which provides an overarching strategic perspective and vision for the Municipality. Spatial management objectives for the municipality are listed as well as key strategies which underpin all spatial planning decision making.	The Municipality intends developing a new SDF in the following financial year and it is anticipated that the spatial information will be reflected in the 4 <sup>th</sup> Generation IDP. The SDF is a core component of the IDP. Therefore the SDF should be reflected in the IDP, and any subsequent amendment to the IDP.



**WC014 Saldanha Bay**
**Findings and Recommendations**

Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
3	How does the municipality perform in terms of the following in terms of the SDF and IDP:  (a) Is the budget allocation within the IDP aligned to the capital investment/ implementation framework of the SDF?	Non-compliant	Infrastructure planning (including the associated financial planning) must clearly be incorporated into the SDF. It would appear that there is no capital investment framework in the SDF and therefore one cannot say whether or not the budget is aligned to it. The draft 2016/17 IDP Revision 4 does include a table of the spending of the sector departments. This spending is however not spatially mapped. <b>MSA Regs, section 2(4)(e), SPLUMA section 21(n) and (p) and Good Practice</b>	The new SDF should comply with all of the legislative requirements listed in SPLUMA, LUPA and the MSA. Emphasis should be given to the incorporation and alignment of the capital investment framework that needs to be updated regularly. In terms of the LG: Municipal Planning & Performance Management Regulations (2001) an SDF must, amongst others, "set out a capital investment framework for the municipality's development programs" and must indicate "where public and private land development and infrastructure investment should take place", "where strategic intervention is required" and " areas where priority spending is required". Infrastructure planning (including the associated financial planning) must clearly be incorporated into the SDF.
	(b) Is the budget spatially depicted in the IDP?	Non-compliant	The draft 2015/2016 IDP Revision 4 reflects the capital budget allocations per ward and does include a table of the spending of the sector departments, but does not include a spatial reflection of planned expenditure. <b>Good Practice</b>	It would be beneficial for the IDP and SDF, to have a spatial reflection of the tabulation of planned expenditure, in order to have a visual perspective of where certain projects and programmes are taking place. It is recommended that the draft 2016/17 IDP Revision 4 include a map spatially reflecting the spending of the sector departments.

**WC014 Saldanha Bay**
**Findings and Recommendations**

Parameter	Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
(c) The physical implementation of Spatial justice (incl. settlement restructuring).	Partly compliant	<p>The principle of Spatial Justice in part encompasses redressing spatial imbalances through settlement restructuring and addressing informal settlements. The SDF responds to the issue of spatial justice through its application of settlement restructuring principles (i.e. urban edges, densification, infill, etc.) within the spatial proposals for each town. It is however expected that the spatial proposals will undergo further refinement once the SDF is reviewed, given the dynamic environment of the municipal area.</p> <p>The SDF refers to the Growth Potential Study of Towns of 2010 instead of the updated study done in 2014. A concerning aspect of the 2014 Human Settlement Plan (HSP), which impacts on both Spatial Justice and Spatial Sustainability, is the inclusion of a new growth node between the towns of Saldanha and Vredenburg.</p> <p><b>SPLUMA, section 7(a), Land Use Planning Act section 59(1)</b></p> <p>Province does not support the formation of any new growth nodes outside of existing settlements, largely because of the long term financial strain that they place on the municipality and other spheres of government to provide services and facilities (see the Growth Options Studies as justification for this statement). Alternative means of infill development should be sought.</p> <p>An Infrastructure and Growth Plan for SBM was done in 2015 and provides updated information with regard to development pressures, strategies and infrastructure implementation.</p>	<p>An analysis of the land use planning decisions provided by the municipality, are the means by which an accurate assessment can be made of progress that the municipality is making with regards to the achievement of the implementation of the principle of Spatial justice as set out in SPLUMA and LUPA. The new SDF must be aligned to the PSDF and should indicate how the Municipality is to implement the PSDF policy directives in this regard. The outcomes of the 2014 Growth Potential Study and other specialist studies undertaken as part of the PSDF review process should be incorporated into the new SDF.</p> <p>The spatial vision of SBM and policies and guidelines, specifically with regard to housing development should inform the development of a human settlement strategy as well as the review of the project pipeline contained in the HSP, whilst the housing need analysis and proposals (Conclusions in the HSP) should also inform the policies in the new SDF. Infill and densification should be prioritised both in the high income developments, as well as GAP and low income development.</p> <p>Infill development and brownfield redevelopment should become a key new focus of the municipal spatial development framework moving forward, together with the necessary infrastructure improvements.</p> <p>A comprehensive vacant and under-utilised land assessment must be undertaken to gain a full understanding of what land there is for future development.</p>

**WC014 Saldanha Bay**
**Findings and Recommendations**

Parameter	Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
(d) The physical implementation of Spatial Sustainability (incl. how Critical Biodiversity Areas (CBAs) and Ecological Support Areas (ESAs) are taken into account in terms of the SDF amendments and during land use decision-making).	Partly compliant	<p>The principle of Spatial Sustainability in part encompasses promoting land development that is within the fiscal, institutional and administrative means of the Republic; special consideration must be given to prime/unique agricultural land; consideration must be given to all current and future costs to all parties for the provision of infrastructure and social services, development must limit urban sprawl .</p> <p>The SDF responds to this principle D18 in that the biophysical details, ecosystems and vegetation types are discussed and sufficient information regarding the conservation action areas is mentioned in the SDF. CBAs on publicly owned land have been identified and assigned to the correct spatial planning categories (SPC) (Conservation I which equates to Core I). CBAs identified on private land also need to be assigned with Conservation I status and not Conservation II (equating to Core II or Buffer). ESAs need to be assigned to Conservation II status at least.</p> <p>The SDF notes that an Integrated Coastal Management Plan was done in January 2013 by the WCDM and a SBM Coastal Management Plan is underway.</p> <p>An Air Quality Management Plan (AQMP) was done in collaboration with the WCDM and the SBM want to ensure consistent data collection by inviting tenders for regular monitoring.</p> <p>The 3<sup>rd</sup> generation Integrated Waste Management Plan (IWMP) is in draft format available.</p> <p><b>SPLUMA, section 7(b), Land Use Planning Act section 59(2)</b></p>	<p>An analysis of the decisions, provided by the municipality, would be the means whereby, an accurate assessment can be made of progress with regard to the achievement of the individual planning principles as contained in SPLUMA and LUPA. The findings of the Environmental Management Framework (EMF) and Greater Saldanha Regional Spatial Implementation Framework (RSIF), with specific reference to biodiversity management must be included in the new IDP, as well as coastal management issues.</p> <p>Identified conservation priority actions need to be carried through to budgeted activities to be undertaken in the SDF and the SDF should reflect the environmental management zones in its SPCs. The SPC should be aligned with the PSDF categories and surrounding municipality's.</p> <p>The new SDF should ensure that core and buffer areas are clearly delineated and are not included in the urban edge to give the incorrect perception that this land is 'developable'.</p> <p>A map showing the proposed ecological corridors and open space systems concept is to be included in the new SDF.</p> <p>There may be instances where the CBAs will have to be audited in order to determine the actual state of such areas.</p> <p>This may be required in instances where new development occurs, especially in the proposed industrial area at the back of the Port of Saldanha.</p> <p>The current property rates policy should seek to encourage environmental protection and at the same time create sustainable job opportunities.</p>

**WC014 Saldanha Bay**
**Findings and Recommendations**

Parameter	Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
(e) The physical implementation of Efficiency (incl. resource-use efficiency).	Partly compliant	<p>The principle of Efficiency in part encompasses land development that optimises the use of existing resources and infrastructure. The Saldanha Bay SDF responds to this principle in that sustainability is touched on, but the optimization of resource use efficiency and the mainstreaming of sustainability are not adequately addressed.</p> <p>The Water Study for the Greater Saldanha area by GreenCape is investigating the option of water re-use (water exchange network) and the proposals in this regard will inform future planning.</p> <p>Green infrastructure is a key component of the transition to increased municipal sustainability and the recommendations by ICLEI Africa in the research done with SBM as a case study is to inform service planning and management, research and development, infrastructure funding and financing and institutional reform and capacity building on a municipal level.</p> <p><b>SPLUMA, section 7(c), Land Use Planning Act section 59(3)</b></p>	<p>An analysis of the land use planning decisions provided by the municipality, are the means by which an accurate assessment can be made of progress that the municipality is making with regards to the achievement of the implementation of the principle of Efficiency as set out in SPLUMA and LUPA. SBM should pursue a path of brownfield redevelopment, intensification and densification of the urban fabric, with a view to increase the efficiency with which land, resources and infrastructure is used.</p> <p>The proposals made on green infrastructure and recommendations coming forth from the water study should inform the SDF so that SBM can position itself as a pioneer of green approaches to infrastructure provision to strengthen its positioning as an attractive site for tourism and investment. A green audit should be conducted of existing infrastructure to identify key areas of resource-use efficiency.</p>

**WC014 Saldanha Bay**
**Findings and Recommendations**

Parameter	Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
(f) The physical implementation of Spatial resilience (incl. Climate Change mitigation and adaption).	Non-compliant	<p>The principle of Spatial Resilience encompasses flexibility in spatial plans, policies and land use management systems to ensure sustainable livelihoods in communities most likely to suffer the impacts of economic and environmental shocks .</p> <p>The matter of spatial resilience is not adequately dealt with in the SDF and climate change strategies have not been clearly identified . The draft 2015/16 IDP Revision 4 acknowledges the threat posed by climate change to the municipal area in terms of sea level rising and changing rainfall patterns, however, risks, mitigating and adaptation measures have not been identified. The SDF mentions the Disaster Management Plan, but does not give any indication of the implementation thereof.</p> <p><b>SPLUMA, section 7(d), Land Use Planning Act section 59(5)</b></p>	<p>An analysis of the land use planning decisions provided by the municipality, are the means by which an accurate assessment can be made of progress that the municipality is making with regards to the achievement of the implementation of the principle of Spatial Resilience as set out in SPLUMA and LUPA. The responsible official should see to it that the new SDF to be developed in 2016/17 takes into consideration the necessary coastal setbacks as determined by DEADP in 2014.</p> <p>The Municipality must actively participate in the drafting of the Greater Saldanha RSIF and with specific focus on the identification of environmental management zones (as part of the EMF-process), in order to make sure floodplain development restrictions and core and buffer areas are protected and kept clear of development so as to assist the municipality in becoming more resilient to climate change.</p> <p>The Risk Assessment Plan by Risk Management (DLG) and the SBM Disaster Management Plan should guide the SDF proposals in responding to the reduction of risks associated with large scale industrial development and drought. The IDP should budget for risk assessment, risk reduction, institutional arrangements and coordination of related activities.</p> <p>The outcomes and recommendations of the case study for "Financing the transition to a new infrastructure paradigm in fast-growing secondary cities" by ICLEI should inform proposals with regard to green infrastructure (partnerships, planning, design and development) to better position the SBM to adopt green approaches.</p>

**WC014 Saldanha Bay**
**Findings and Recommendations**

Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
4	Does the municipality's SDF comply with all of the regulatory process and content requirements?	Partly compliant	<p>It is recognised that this Municipality's SDF predates the implementation of SPLUMA and LUPA, as such it does not comply with the process and content requirements. In certain areas, the Saldanha Bay SDF which was approved in 2011 does meet the process and content requirements of the MSA and its Regulations, whereas in others it does not.</p> <p>Examples of where it does not meet these requirements are in the setting out of a capital investment framework as well as a visual representation of where public and private land development and infrastructure investment should take place.</p> <p><b>SPLUMA sections 12, 21; LUPA section 10, MSA section 26, MSA Regs section 2(4)</b></p>	<p>The SDF is to be reviewed in 2016/17 and it can be noted that the procedure is expected to follow due process and significant strides have been made thus far in the development of the terms of reference for the procurement of a service provider to develop a new SDF. The tender documents highlight all legislative requirements.</p> <p>The responsible municipal official should monitor and ensure that all content requirements are adhered to and that the regulatory processes are followed as per the requirements of the MSA, SPLUMA, LUPA and the By-Law of the Municipality.</p> <p>Caution should be taken not to have a too lengthy document, but that it should be properly summarised to make it easier to use and implement.</p>
5	Has the municipality, after public consultation, adopted and approved a single land use scheme for its entire municipal area within five years of commencement of SPLUMA?	No	SPLUMA was implemented on 1 July 2015 and the Municipality has 5 years from the date of implementation to adopt and approve a single land use scheme.	The Standard Draft Zoning Scheme as developed by the Department should be used as the starting point in the development of an integrated zoning scheme bylaw for the Municipality. It is recommended that the drafting process commence as expeditiously as possible.



WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
6	In the drafting of the municipal SDF, has the municipality demonstrated alignment with neighbouring municipal spatial plans to ensure coordination?	Non-compliant	An area that could be strengthened in the SDF is that of aligning the SDF with that of neighbouring municipalities. <b>MSA Regs, section 2(4)(h)</b>	It is anticipated that the new SDF will take cognisance of the alignment of the Saldanha Bay SDF with that of neighbouring municipalities as well as the West Coast District SDF and the Greater Saldanha Regional Spatial Implementation Framework.
7	Has the municipality adopted and approved a single land use scheme for its entire area that is reviewed every five years in order to achieve consistency with the municipal SDF?	No	SPLUMA was implemented on 1 July 2015 and the Municipality has 5 years from the date of implementation to adopt and approve a single land use scheme.	N/A
8	Does the municipality's land use scheme meet the process and content requirements of the SPLUMA?	Not applicable		
9	Has the municipality kept and maintained a written record of all applications submitted and the reasons for decisions in respect of such applications for the amendment of its land use scheme?	Yes	The Municipality keeps a written record of all applications and the reasons for decisions.	
10	Has the municipality established a Municipal Planning Tribunal?	Yes	The Saldanha Bay MPT has been established with 7 October 2015 as the date of commencement.	

WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
<b>Coastal Management (coastal municipalities only) - Coastal municipalities: Municipalities whose areas of jurisdiction include sections of coastline (DEADP)</b>				
11	Has the coastal municipality designated strips of land as coastal access land?	Partly compliant	<p>Although municipalities have designated public spaces along the coast in terms of relevant planning legislation none have been designated as coastal access land in terms of <b>section 18 of ICMA</b>.</p> <p>Designation of these strips in terms of ICMA will be addressed in the Municipal Coastal Access Strategy. Although ICMA required that Municipalities designate coastal access by 2012 the provisions of ICMA related to the designation of coastal access land was challenging to implement. As such DEA developed a coastal access strategy in 2014 and amended the ICMA in October 2014 (with effect as of 1 May 2015) in order to address these challenges.</p>	One of the implementation projects of the WC: CMP is the development of a WC: Coastal access strategy and plan. This will assist the local and district municipalities with the designation of coastal access land.
12	If the coastal municipality has designated (or withdrawn) coastal access land, did they first: assess the potential environmental impacts of doing so, consult with interested and affected parties and give notice of the intended designation (or withdrawal) to the owner of the land?	Not applicable	Not applicable	<b>Section 19 of ICMA</b> requires that an assessment of potential environmental impacts and a PPP be conducted as part of the process for designation.

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Findings and Recommendations				
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13	If the coastal municipality has designated coastal access land, have they complied with all of the requirements of 20(1) of the ICMA?	Not applicable	Existing access strips were designated prior to promulgation of ICMA. The municipality has developed a coastal access strategy to further address this need.	The development of the WC Coastal Access Strategy and Plan will facilitate and assist municipality in designation.
14	Has the municipality delineated the coastal set-back line on a map or maps that form part of its zoning scheme?	Partly compliant	The Department has delineated the CML for the municipality as part of the West Coast CML delineation project. The West Coast District Municipality will incorporate the CML into their SDF and zoning scheme in terms of <b>section 25(3)</b> when it is adopted by the MEC in terms of <b>section 25(1) of ICMA</b> .	The Department is in the process of preparing the CML for the public participation process that is required for the adoption of the CML in terms of <b>section 25(1) of ICMA</b> .
15	If the municipality has determined or adjusted a coastal boundary of coastal access land, did they take into account all of the considerations of section 29 of the ICMA?	Not applicable	Not applicable.	Not applicable.
16	Has the municipality delineated the coastal boundary on a map or maps that form part of its zoning scheme?	Not applicable	Not applicable.	Not applicable.
17	Has the coastal municipality prepared and adopted a Coastal Management Programme (CMP)?	Fully compliant	CMP has been approved by District and Local council and will be implemented as budget allows. <b>ICMA section 48</b>	The District CMP serves as the Local CMP and must be reviewed by DEADP to ensure alignment with NCMP and PCMP.

WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
18	If the municipality has adopted a CMP, is it being reviewed every five years?	Not applicable	ICMA section 48	
19	Did the municipality give the required notice to the public and invite them to submit written representations before adopting the CMP?	Fully compliant	District Municipality conducted a full PPP for the District CMP. <b>ICMA section 48</b>	
20	If a CMP has been prepared and adopted, does it comply with the content requirements of section 49 of the ICMA?	Partly compliant	CMP has been approved by District and Local Municipal council.	Will be evaluated by DEADP during a review process.
21	Are the municipality's development plans (e.g. IDP, land development plan) aligned with the national coastal management programme and any applicable provincial coastal management programme?	Partly compliant	CMP has been approved by District and Local Municipal council and aligned to other plans. <b>ICMA section 49</b>	National Coastal Management Programme approved in March 2015, Provincial Coastal management programme still in draft. Assessment of alignment with these programmes still to take place.

WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
22	Are the municipality's land use schemes consistent with all applicable coastal planning schemes established in terms of the ICMA?	Not applicable	No coastal planning schemes have been developed by DEA or DEADP in terms of <b>section 56 of ICMA</b> .	No coastal planning schemes have been developed by DEA or DEADP in terms of <b>section 56 of ICMA</b> .
23	Has the municipality received any directives in terms of section 88 of the ICMA?	No	Not applicable.	Not applicable.
24	Has the coastal municipality (management body) identified public launch sites in its jurisdiction for the purposes of listing by the MEC in terms of section 2(1)(a) in the Provincial Gazette?	Yes	All public launch sites listed by the MEC in <b>Provincial Notice 193/2015</b> were identified by the municipality	Any additional launch sites identified by Municipalities as possible public launch sites may be submitted to DEADP for consideration.
25	Is the municipality managing the public launch sites within its jurisdiction in accordance with: a launch site operational plan and environmental management plan?	Partly compliant	Municipalities are only required to manage the PLS in terms of an Operational Plan as required in <b>Regulation 3(3) of the PLS Regulations</b> . The PLS sites were listed on 26 June 2015 and municipalities are still in the process of developing their operational plans.	DEADP is currently assisting municipalities with the drafting of operational plans to ensure that these plans comply with <b>Regulation 2(2) of the PLS Regulations</b> .

**WC014 Saldanha Bay****Findings and Recommendations**

Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
26	If the municipality is responsible for the development of an Estuarine Management Plan (EMP), in accordance with the National Estuarine Management Protocol:	Not applicable at this time. See comment.		Currently the institutional arrangements for the Langebaan Lagoon must be resolved as the Lagoon falls within the municipality as well as the MPA. MPA is a national responsibility. DEADP is engaged in an IGTT which will facilitate discussions between SANPARKS and municipality for the development of the EMP.
	(a) Has the municipality consulted with the relevant stakeholders and was the EMP subject to Public Participation?	Not applicable		
	(b) Has the municipality budgeted accordingly for the development of the EMP?	Not applicable		
	(c) Does the EMP meet the content requirements as outlined in Chapter 6 of the Protocol?	Not applicable		
	(d) Has the EMP been approved and adopted by the responsible management authority?	Not applicable		
	(e) Has the EMP been incorporated into the broader Municipal Coastal Management programme?	Not applicable		
	(f) Has the EMP been reviewed by the municipality at least every 5 years?	Not applicable		



WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
<b>Air Quality Management (DEADP)</b>				
27	If the municipality has made air quality by-laws, was a consultative process followed before the by-laws were passed?	Fully Compliant	By-law was developed.	
28	Has the municipality designated an air quality officer?	Fully Compliant	AQO designated. Ms R Toesie was designated and designation letter submitted to DEADP.	
29	Has the municipality developed an AQMP?	Fully Compliant	The municipality has an AQMP approved and adopted in 2012.	
30	Has the municipality included the air quality management plan (AQMP) in its IDP?	Fully Compliant	Approved AQMP. (See page 42 - 43 - 55 & 113 of the Saldanha Bay municipality's IDP 2012 - 2017).	
31	Does the AQMP meet the content requirements listed in section 16 of the NEMAQA?	Fully Compliant	Approved AQMP. The SBM has made a budget available to monitor ambient air quality .	
32	Does the municipality's annual report contain information on the implementation of its AQMP?	Fully Compliant	Through coordination by the West Coast District Municipality, the Saldanha Bay Municipality provides information for input into the Western Cape State of Air Report.	
33	District municipalities: Does the municipality perform the functions of the licensing authority and implement the atmospheric emission licensing system as set out in the NEMAQA?	Not applicable	Not applicable.	

WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
34	Does your municipality's annual report contain information on the implementation of its AQMP?	Fully Compliant	Through coordination by the West Coast District Municipality, the Saldanha Bay Municipality provides information for input into the Western Cape State of Air Report.	
35	District municipalities: Is your municipality performing the functions of the air quality licensing authority and implementing the atmospheric emission licensing system as set out in the NEMAQA?	Not applicable	Not applicable.	
Waste Management (DEADP)				
36	Does the municipality deliver waste removal, storage and disposal services in a manner that does not conflict with National or Provincial Norms and Standards?	Partly compliant	<b>National Environmental Management Waste Act, Act 59 of 2008, section 9</b>	The municipality must place more focus on the operational conditions of the two waste disposal facilities. Additionally, quarterly internal and annual external audits will assist with the monitoring of operation at the two waste disposal facilities. Improvement of minimisation initiatives can ensure that waste diversion from landfill can be maximised. Waste awareness campaigns and recovery infrastructure should also target the seasonal influx of holiday makers. These facilities must be managed in terms of their waste licence conditions in order to become compliant.
37	Is the latest approved municipal IWMP included in and integrated with the latest IDP?	Non-compliant	<b>National Environmental Management Waste Act, Act 59 of 2008, section 4(a)(2)</b>	

WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
38	Does the municipality provide access with regard to waste removal, waste storage and waste disposal services to all within its jurisdiction?	Fully compliant	BS and FBS August 2015	
39	Does the municipality keep separate financial statements, including a balance sheet of the services provided?	Non-compliant	<b>Municipal Systems Act, Chapter 5, section 26(h)</b>	
40	Has the municipality followed a consultative process before waste management by-laws were passed?	Fully compliant	Telephonic confirmation	
41	Has the municipality designated, in writing, a Waste Management Officer (WMO)?	Fully compliant	Waste Management Officers Designation	
42	Has the municipality submitted an IWMP to the MEC for endorsement, and was a consultative process followed before doing so?	Non-compliant	Saldanha 2 <sup>ND</sup> GENERATION IWMP ASSESSMENT REPORT DG 200912  <b>Municipal Systems Act, Act 32 of 2000, section 11(3)(a)</b>	
43	Has the municipality approved their 2 <sup>nd</sup> generation IWMP?	Non-compliant	Council resolution pending  <b>Municipal systems Act, Act 32 of 2000, section 1(3)(a)</b>	

WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
44	Does the municipality's IWMP meet the content requirements as stipulated in the NEMWA?	Non-compliant	<p>Saldanha 2<sup>ND</sup> GENERATION IWMP ASSESSMENT REPORT DG 200912</p> <p><b>National Environmental Management Waste Act, Act 59 of 2008, section 12 &amp; Integrated Waste Management Guideline (Western Cape).</b></p>	
45	Does the IWMP contain an implementation plan which includes goals, objectives, targets (short, medium, long term), activities, financial and human resources and timeframes?	Non-compliant	<p>Saldanha 2<sup>ND</sup> GENERATION IWMP ASSESSMENT REPORT DG 200912</p> <p><b>National Environmental Management Waste Act, Act 59 of 2008, section 12(1); (b); (iv); (d); (e); (f) &amp; (g) &amp; Integrated Waste Management Guideline (Western Cape).</b></p>	
46	Has the municipality reported on the implementation of their IWMP through their Annual Report as per section 13(3) of the Waste Act?	Non-compliant	<p>Our department is working together with Provincial Treasury and other sector departments to ensure that municipalities use their annual reports as a way of reporting on the implementation of their sector plans against an agreed set of indicators</p> <p><b>National Environmental Waste Act, Act 59 of 2008, section 13(3)</b></p>	

WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
47	Are all the waste management facilities which trigger waste listed activities licensed/ authorised in terms of NEMWA?	Partly compliant	Langebaan and Vredenburg WDFs operate under <b>Section 20(1) of the Environment Conservation Act (1989) (Act No. 73 of 1989)</b> and the waste permit was issued to Saldanha Bay Municipality on 4 March 1998 and 27 December 2005, respectively.	None.
48	Has the municipality provided containers or receptacles for the collection of recyclable waste that are accessible to the public?	Fully compliant	Telephonic confirmation.	
49	Has the municipality met the requirements in terms of registering and reporting on all of their waste management facilities on IPWIS?	Partly compliant	<p>The Municipality operates three waste management facilities namely, Langebaan Landfill, Vredenburg Landfill and Vredenburg Materials Recovery Facility. All of them are registered on IPWIS for their relevant waste activities and they are Partially Compliant in terms of reporting requirements.</p> <p><b>National Waste Information Regulations, published in terms of the National Environmental Management: Waste Act (59/2008), Annexure 1 &amp; 2.</b></p>	<p>IPWIS online waste reports need to be completed from January 2014 to date.</p> <p>Municipal Waste Facilities should request their service providers (recyclers) to register on IPWIS. This should be done to ensure that Municipalities are able to report on waste diverted from landfill and also to provide an indication where waste is diverted to.</p> <p>Drop off facilities must be registered as a recycling/recovery activity on IPWIS.</p>

WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
<b>Completeness of IDP (DLG)</b>				
50	In terms of section 34 of the MSA, has the IDP been reviewed?	Yes	The Executive Summary page 6 and page 14 of the Introduction states this is the 4 <sup>th</sup> review of the municipality's 5-year plan. Section 1.5 on page 16 also confirms the status of its fourth review.	It is recommended that with the adoption of the final 2016/17 Reviewed IDP, the Municipality should explicitly state whether the adopted IDP is a Review in terms of section 34(a) or (b) of the MSA or if Amended, as per Regulation 3 of the MSA.
51	In terms of section 34 and Regulation 3 of the MSA, has the IDP been amended?	No	Not applicable.	Not applicable.
52	Has the IDP amendment process in terms of Regulation 3 of the LG: Municipal Planning and Performance Regulations been followed?		Not applicable.	Not applicable.
53	Has the IDP of the municipality been reviewed/amended in terms of the Council adopted Time Schedule as per the legislative requirement of section 21B of the MFMA.	Yes	The Saldanha Bay 2016/17 Draft Reviewed IDP document was tabled to the municipal council on 23 March 2016. Section 2.2 on pages 20 - 25 details the process followed.	It is recommended that the municipality also develop a time-schedule outlining key deadlines as prescribed in section 21b of the MFMA for the subsequent reviews.



WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
54	Has the municipality adopted an Integrated Development Plan (IDP) that meets the legislative requirements in terms of section 26 of the MSA (Core Components) read in conjunction with Regulation 2 of the LG:  (a) The Municipal council's vision for the long term development of the municipality.	Yes	The Executive Summary page 6 details the councils vision.	Not applicable.
	(b) An assessment of the existing level of development in the municipality, including the identification of communities who do not have access to basic municipal services.	Yes	Chapter 3 pages 26 - 45 of the 2016/17 Draft Reviewed IDP of the Municipality deals with the Situational Analysis which addresses the existing level of development. Section 3.6 on page 38 details the access to basic services.	Not applicable.
	(c) Council's development priorities and objectives for the elected term, including its local economic development aims and internal transformation needs.	Yes	Council's development priorities and objectives is clearly outlined pages 71 - 74 with its local economic development priorities are outlined on pages of 91 - 96 of the 2016/17 Draft Reviewed IDP.	Not applicable.

**WC014 Saldanha Bay**
**Findings and Recommendations**

Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
	(d) Council's development strategy must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation.	Yes	Alignment of Council's development strategies to National and Provincial priorities are also reflected on pages 17 and 18 of the 2016/17 Draft Reviewed IDP.	Not applicable.
	(e) Spatial Development Framework inclusive of the provision of basic guidelines for a land use management system.		The municipality's Spatial Development Framework and provision of basic guidelines for land use management is outlined on pages 78 - 91 of the 2016/17 Draft Reviewed IDP.	Not applicable.
	(f) Council's operational strategies.	Yes	A list of Council's Operational strategies and its status is reflected on pages 76 - 78 of the 2016/17 Draft Reviewed IDP. On pages 96 - 108 there is an overview of the municipal sector plans to be implemented.	Not applicable.
	(g) Financial plan, inclusive of budget projections for at least the next 3 years.	Yes	Council's Financial Plan and budget projections for the next 3 years is reflected on pages 130 and 131 of the 2016/17 Draft Reviewed IDP.	Not applicable.
	(h) Key performance indicators and performance targets determined in terms of section 41.	No	While Key Performance Indicators and performance management are mentioned on pages 136 and 137 no high level indicators and targets are reflected in the 2016/17 Draft Reviewed IDP.	It is recommended that the municipality reflects the high level Key Performance Indicators in the final adopted 2016/17 Reviewed IDP.
	(i) Applicable disaster management plans.	No	The 2016/17 Draft Reviewed IDP on page 109 states that the amended Disaster Management Plan is to be adopted during May/June 2016. It also states that the fire and disaster functions are performed by the District Municipality.	It is recommended that the Disaster Risk Register is reflected in the final adopted 2016/17 Reviewed IDP.

WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
55	If the Municipality is a district municipality, has the Municipality adopted a framework for Integrated Development Planning in the area as a whole as required by section 27 of the MSA?/If a local municipality, has the Municipality adopted an IDP Process Plan (if a Category B municipality (local municipality) is the IDP process plan in line with the District's IDP Framework?) in line with sections 27 and 29 of the MSA.	Yes	The municipality sets out the process followed and the responsibilities of the various role players on pages 20 - 25 of the 2016/17 Draft Reviewed IDP.	It is recommended the municipality indicates alignment to the Districts IDP Framework.
Council Adoption/Tabling of the Revised IDP (DLG)				
56	Has the Municipality's IDP been tabled and adopted by Council within the legislated timeframes and is there a Council Resolution attached in this regard?	Yes	The 2016/17 Draft Reviewed IDP had been tabled by Council within the legislated timeframes.	Not applicable.

WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
Completeness of draft SDBIP (PT: LGBO)				
57	Does the municipality provide an overview of the budget and IDP review process?	Yes	Budget documentation	
58	Has the municipality documented its draft Service Level Standards as part of the budget documentation?	Yes	Service level standards in budget documentation	
59	Is the municipality's budget (SA4, 5 and 6) reflective of the IDP strategic objectives?	Yes	SA4, SA5, SA6	
60	Draft SDBIP (top-level) has been prepared and included in line with MBRR 14?	No	Draft SDBIP, MBRR Reg 14	<p>The Municipality has included its draft SDBIP with its tabled budget documentation. However, only non-financial information has been included. The Municipality is still to reflect/complete the full SDBIP (inclusive of financial projections).</p> <p>It is recommended that in future, a complete draft SDBIP be tabled together with the budget.</p>

WC014 Saldanha Bay				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
61	<p>Draft SDBIP (top-level) has been prepared and included - in line with Circular 13?</p> <p>(a) Component 1: Monthly projections of Revenue to be collected per source.</p> <p>(b) Component 2: Monthly projections of Expenditure and revenue for each vote.</p> <p>(c) Component 3: Quarterly projections of Service delivery targets and performance indicators for each vote.</p> <p>(d) Component 4: Ward information for Expenditure and Service delivery.</p> <p>(e) Component 5: Detailed Capital Works Plan broken down per ward over 3 years.</p>	<p>No</p> <p>No</p> <p>No</p> <p>Yes</p> <p>No</p> <p>No</p>	<p>Draft SBDIP, MFMA Circular 13</p>	<p>Only Component 3 information is included. For the current year it is recommended that the Municipality complete its SDBIP in line with MFMA Circular 13, and within the required time (MFMA section 53(1)(c)(ii) stipulates that the municipality's SDBIP be approved by the mayor within 28 days after the approval of the budget).</p>

2016/17 Draft Medium Term Revenue and Expenditure Framework - Checklist of Compliance to Municipal Budget and Reporting Regulations (Government Gazette 32141)															
WC014 Saldanha Bay		2016/17	Draft	Hard copy	Date of revision	Description/ Rating	Verification/Reconciliation of Electronic Submission to Budget Tables Included in Budget Report and Document								
Main Compliance Component		Sub Component/ Explanation	Ref.	Assessment			Audited Actual Current Year -3	Audited Actual Current Year -2	Audited Actual Current Year -1	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 0	Budget Year +1	Budget Year +2
0100	Procedural compliance														
0105	Draft MTREF Tabled 90 days prior to new financial year	Verify that the budget was tabled by 31 March	MFMA s. 16(2)	Yes		Compliant									
0106	Grant Budget (SA18) is aligned to DoRA	Verify if the grant allocations reconcile to DoRA	MFMA s. 21(2)(c)	No		Not compliant									
0107	Correct version of Schedule A1	Verify electronic submission version	MBRR r. 9	Yes		Compliant									
0108	Table of Contents	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 2	Yes		Compliant									
0200	Annual Budget														
0205	Mayors Report	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 3	Yes		Complete									
0206	Resolutions	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 4	Yes		Complete									
0207	Executive Summary	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 5	Yes		Complete									
0300	Annual Budget Tables A1 to A10: No Municipal Entities														
0305	Table A1: Budget Summary	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
0306	Table A2: Budgeted Financial Performance (Revenue and Expenditure by standard classification)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
0307	Table A3: Budgeted Financial Performance (Revenue and Expenditure by municipal vote)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	



2016/17 Draft Medium Term Revenue and Expenditure Framework - Checklist of Compliance to Municipal Budget and Reporting Regulations (Government Gazette 32141)															
WC014 Saldanha Bay		2016/17	Draft	Hard copy	Date of revision	Description/ Rating	Verification/Reconciliation of Electronic Submission to Budget Tables Included in Budget Report and Document								
Main Compliance Component		Sub Component/ Explanation	Ref.	Assessment			Audited Actual Current Year -3	Audited Actual Current Year -2	Audited Actual Current Year -1	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 0	Budget Year +1	Budget Year +2
0308	Table A4: Budgeted Financial Performance (Revenue and Expenditure)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0309	Table A5: Budgeted Capital Expenditure by Vote, Standard Classification & Funding Source	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0310	Table A6: Budgeted Financial Position	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0311	Table A7: Budgeted Cash Flow	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0312	Table A8: Cash backed reserves/ ccumulated surplus reconciliation	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0313	Table A9: Asset Management	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0314	Table A10: Basic service delivery measurement	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0400	Supporting Documentation														
0405	Overview of Budget Process	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 10	Yes		Complete									
0406	Overview of alignment of annual budget with IDP	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 11	Yes		Complete									
0407	Measurable performance objectives and indicators	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 12	Yes		Complete									

2016/17 Draft Medium Term Revenue and Expenditure Framework - Checklist of Compliance to Municipal Budget and Reporting Regulations (Government Gazette 32141)															
WC014 Saldanha Bay		2016/17	Draft	Hard copy	Date of revision	Description/ Rating	Verification/Reconciliation of Electronic Submission to Budget Tables Included in Budget Report and Document								
Main Compliance Component		Sub Component/ Explanation	Ref.	Assessment			Audited Actual Current Year -3	Audited Actual Current Year -2	Audited Actual Current Year -1	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 0	Budget Year +1	Budget Year +2
0500	<b>Budget Related Policies</b>	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 15		<b>Date of Revision</b>										
0505	Tariff Policy on Property Rates	Must be included if service is rendered	MBRR r. 7 (footnote 1)	Yes		Complete									
0506	Tariff Policy on Electricity	Must be included if service is rendered	MBRR r. 7 (footnote 1)	Yes		Complete									
0507	Tariff Policy on Water	Must be included if service is rendered	MBRR r. 7 (footnote 1)	Yes		Complete									
0508	Tariff Policy on Sanitation	Must be included if service is rendered	MBRR r. 7 (footnote 1)	Yes		Complete									
0509	Tariff Policy on Refuse Removal/Solid Waste	Must be included if service is rendered	MBRR r. 7 (footnote 1)	Yes		Complete									
0510	Municipal Property Rates Policy	As informed by the Municipal Property Rates Act	MBRR r. 7 (footnote 1)	Yes		Complete									
0511	Credit Control and Debt Collection Policy	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes		Complete									
0512	Cash Management and Investment Policy	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes		Complete									
0513	Borrowing Policy	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes		Complete									
0514	Funding and Reserves Policy	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes		Complete									
0515	Policy related to long-term financial planning	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes		Complete									
0516	Supply Chain Management Policy	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes		Complete									

2016/17 Draft Medium Term Revenue and Expenditure Framework - Checklist of Compliance to Municipal Budget and Reporting Regulations (Government Gazette 32141)															
WC014 Saldanha Bay		2016/17	Draft	Hard copy	Date of revision	Description/ Rating	Verification/Reconciliation of Electronic Submission to Budget Tables Included in Budget Report and Document								
Main Compliance Component		Sub Component/ Explanation	Ref.	Assessment			Audited Actual Current Year -3	Audited Actual Current Year -2	Audited Actual Current Year -1	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 0	Budget Year +1	Budget Year +2
0517	Policy related to the Management and Disposal of Assets	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes		Complete									
0518	Policy relating to dealing with infrastructure investment and capital projects	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes		Complete									
0519	Indigents Policy	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes		Complete									
0520	Budget Implementation and Management Policy	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes		Complete									
0600	Supporting Documentation contd...														
0605	Budget Assumptions	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 16	Yes		Complete									
0606	Overview of Budget Funding including funding compliance (Table SA10)	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 17	Yes		Complete									
0607	Expenditure on grant allocations and grant programmes	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 18	Yes		Complete									
0608	Allocations on grants made by the municipality	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 19	Yes		Complete									
0609	Councillor and board member allowances and employee benefits	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 20	Yes		Complete									
0610	Monthly targets for revenue, expenditure and cash flow	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 21	Yes		Complete									
0611	Draft Service Delivery and Budget Implementation Plans (SDBIPs)	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 22	Yes		Complete									
0612	Service Delivery Agreements of Municipal Entities (if applicable)	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 25	N/A											

2016/17 Draft Medium Term Revenue and Expenditure Framework - Checklist of Compliance to Municipal Budget and Reporting Regulations (Government Gazette 32141)															
WC014 Saldanha Bay		2016/17	Draft	Hard copy	Date of revision	Description/ Rating	Verification/Reconciliation of Electronic Submission to Budget Tables Included in Budget Report and Document								
Main Compliance Component		Sub Component/ Explanation	Ref.	Assessment			Audited Actual Current Year -3	Audited Actual Current Year -2	Audited Actual Current Year -1	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 0	Budget Year +1	Budget Year +2
0613	Annual budgets of municipal entities (D Schedule)	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 25	N/A											
0614	Contracts having future budgetary implications	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 26	Yes		Complete									
0615	Capital expenditure details	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 27	Yes		Complete									
0616	Legislation Compliance Status	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 28	Yes		Complete									
0617	Quality Certificate (signed)	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 31	Yes		Complete									
0700	Supporting Tables SA 1 to SA 37														
0705	SA1: Supporting Detail to Budgeted Financial Performance	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
0706	SA2: Matrix Financial Performance Budget (revenue source/expenditure type and dept)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
0707	SA3: Supporting detail to Budgeted Financial Position	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
0708	SA4: Reconciliation of IDP, Strategic Objectives and Budget (Revenue)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
0709	SA5: Reconciliation of IDP, Strategic Objectives and Budget (Operating Expenditure)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
0710	SA6: Reconciliation of IDP, Strategic Objectives and Budget (Capital Expenditure)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

2016/17 Draft Medium Term Revenue and Expenditure Framework - Checklist of Compliance to Municipal Budget and Reporting Regulations (Government Gazette 32141)															
WC014 Saldanha Bay		2016/17	Draft	Hard copy	Date of revision	Description/ Rating	Verification/Reconciliation of Electronic Submission to Budget Tables Included in Budget Report and Document								
Main Compliance Component		Sub Component/ Explanation	Ref.	Assessment			Audited Actual Current Year -3	Audited Actual Current Year -2	Audited Actual Current Year -1	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 0	Budget Year +1	Budget Year +2
0711	SA7: Measurable Performance Objectives	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	2		Substantially completed with missing information	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes
0712	SA8: Performance Indicators and Benchmarks	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0713	SA9: Social, Economic and Demographic Statistics and Assumptions	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0714	SA10: Funding Measurement	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0715	SA11: Property Rates Summary	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0716	SA12a: Property Rates by category (current year)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0717	SA12b: Property Rates by category (budget year)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0718	SA13a: Service Tariffs by Category	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0719	SA13b: Service Tariffs by Category (explanatory)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0720	SA14: Household Bills	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0721	SA15: Investment Particulars by Type	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0722	SA16: Investment Particulars by Type	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0723	SA17: Borrowing	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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WC014 Saldanha Bay		2016/17	Draft	Hard copy	Date of revision	Description/ Rating	Verification/Reconciliation of Electronic Submission to Budget Tables Included in Budget Report and Document								
Main Compliance Component		Sub Component/ Explanation	Ref.	Assessment			Audited Actual Current Year -3	Audited Actual Current Year -2	Audited Actual Current Year -1	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 0	Budget Year +1	Budget Year +2
0724	SA18: Transfers and Grant Receipts	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0725	SA19: Expenditure on Transfers and Grant Programme	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0726	SA20: Reconciliation of Transfers, Grant Receipts and Unspent Funds	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0727	SA21: Transfers and Grants made by the Municipality	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0728	SA22: Summary Councillor and Staff Benefits	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0729	SA23: Salaries, Allowances and Benefits (political office bearers/councillors/ senior managers)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0730	SA24: Summary of Personnel Numbers	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0731	SA25: Budgeted Monthly Revenue and Expenditure	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0732	SA26: Budgeted Monthly Revenue and Expenditure (Municipal Vote)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0733	SA27: Budgeted Monthly Revenue and Expenditure (Standard Classification)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0734	SA28: Budgeted Monthly Capital Expenditure (Municipal Vote)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0735	SA29: Budgeted Monthly Capital Expenditure (Standard Classification)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0736	SA30: Budgeted Monthly Cash Flow	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

2016/17 Draft Medium Term Revenue and Expenditure Framework - Checklist of Compliance to Municipal Budget and Reporting Regulations (Government Gazette 32141)															
WC014 Saldanha Bay		2016/17	Draft	Hard copy	Date of revision	Description/ Rating	Verification/Reconciliation of Electronic Submission to Budget Tables Included in Budget Report and Document								
Main Compliance Component		Sub Component/ Explanation	Ref.	Assessment			Audited Actual Current Year -3	Audited Actual Current Year -2	Audited Actual Current Year -1	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 0	Budget Year +1	Budget Year +2
0737	SA31: Aggregated entity budget	Rate completeness of table on scale from 0 to 4	MBRR (Schedule A) r. 30												
0738	SA32: List of External Mechanisms	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0739	SA33: Contracts having Future Budgetary Implications	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0740	SA34a: Capital Expenditure on New Assets by Asset Class	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0741	SA34b: Capital Expenditure on the Renewal of Existing Assets by Asset Class	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0742	SA34c: Repairs and Maintenance Expenditure by Asset Class	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0743	SA34d: Depreciation by Asset Class	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0744	SA35: Future Financial Implications of the Capital Budget	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0745	SA36: Detail Capital Budget	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0746	SA37: Projects Delayed from Previous Financial Years	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Rating	Compliance assessment rating scale	Description
3	Full compliance (table presented with all information completed)	Fully completed
2	Partial compliance (table presented with approximately 50% of information displayed)	Substantially completed with missing information
1	Minimal compliance (table presented with minimal information)	Presented but with numerous information gaps
0	Non-compliance (table etc. not presented)	Not presented